

APPROVED FOR
RELEASE DATE:
12-Nov-2008~~SECRET~~
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle) CARANCI John C.	2. DATE OF BIRTH 7 Feb 1922	3. SEX M	4. GRADE GS-11	5. SD
6. OFFICIAL POSITION TITLE R&D TECH	7. OFF/DIV/BR OF ASSIGNMENT DDP/TSD/	8. CURRENT STATION Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 October 1963		12. REPORTING PERIOD (From- to-) September 1962 - September 1963		

SECTION B

PERFORMANCE EVALUATION

- W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

SPECIFIC DUTY NO. 1 	RATING LETTER S
SPECIFIC DUTY NO. 2 	RATING LETTER A
SPECIFIC DUTY NO. 3 	RATING LETTER P
SPECIFIC DUTY NO. 4 Designs techniques for special items and develops unusual equipment from oral instructions	RATING LETTER P
SPECIFIC DUTY NO. 5 	RATING LETTER
SPECIFIC DUTY NO. 6 	RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

P

28 OCT 1963

~~SECRET~~

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

OFFICE OF PERSONNEL
OCT 20 9 58 AM '63

Mr. Caranci has continued his past performance in production and versatility in performing all types of required to carry his job through to completion.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE	SIGNATURE OF EMPLOYEE
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
17½ months	Employee departed PCS overseas 11 Sept. 1963
DATE	OFFICIAL TITLE OF SUPERVISOR
4 Oct 1963	Shop Supervisor
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	
John Caranci is a skilled craftsman who does excellent work. However, he could do much better and I often feel he does not give more than the minimum effort required. He has a somewhat difficult personality exhibiting a continuing overly aggressive attitude in attempts to convince others of his superior abilities over other employees. As a result he is not overly popular.	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL
16 Oct. 1963	C/TSD